

# Kershaw County Planning and Zoning Department

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## MANUFACTURED HOUSING INSTALLATION, LICENSE, AND REGISTRATION

### Section 4:2.3, Kershaw County Unified Code of Zoning and Land Development Regulations

#### 4:2.3-1 Applicant

The manufactured housing owner may apply for a manufactured housing (MH) installation license and registration permit. The manufactured housing owner may submit a notarized statement authorizing the manufactured housing dealer or a licensed manufactured housing installer to apply for the permit.

#### 4:2.3-2 Installer License

In order for a manufactured housing installation license and registration permit to be issued to install manufactured housing in Kershaw County, a photocopy of the current license of the installer or contractor, issued by the South Carolina Manufactured Housing Board, must be submitted with the application for the permit. If a retail dealer is installing the home, a current photocopy or an electronic submission of the retail dealer's license, issued by the South Carolina Manufactured Housing Board, must be submitted with the application for the permit.

#### 4:2.3-3 Process

The applicant must initially complete an application form; submit a copy of a recorded plat issued in the property owner(s)' name; obtain a 911 address if one has not been assigned; submit a copy of the contract with the licensed installer to perform the installation; and provide additional information as may be required by the Planning Official. If the plat has not yet been recorded in the applicant's name, a recorded deed establishing ownership by the applicant shall be submitted.

The Official Zoning Map shall be checked to verify that manufactured housing is a permitted use in the zoning district. A site inspection shall be conducted to verify that the zoning district setbacks are met prior to issuing approval for installation.

Once site approval is issued, the applicant must file for a manufactured housing moving permit and must furnish septic tank approval from SCDHEC and proof of ownership of the manufactured housing that is acceptable to the Planning and Zoning Department such as title or copy of and the receipt for DMV form 400 Application for Certificate of Title.

#### 4:2.3-4 Expiration of Permit

If the work described in the manufactured housing installation license and registration permit has not begun within six (6) months from the date of issuance thereof, said permit shall expire. Work shall not be deemed started until verified by a scheduled inspection. Furthermore, a manufactured housing installation license and registration permit shall expire twelve (12) months after date of issuance. After expiration, a new permit must be purchased.

#### 4:2.3-5 Set Up

Manufactured housing shall be installed in accord with the installation manual issued by the manufacturer. The manufacturer's installation manual must be submitted to Kershaw County Planning and Zoning Department at the time of the application. In case of installation of previously owned manufactured housing where the manual is unavailable, the home must be installed in accord with the requirements of SC Manufactured Housing Board, under SC Code of Laws 40-29-350 and SC Regulations 79-42. Additional Kershaw County set up requirements are as follows:

- A. Double-wide units (eighteen feet wide or wider) shall be underskirted with a curtain wall around the entire unit with mortared brick, mortared concrete masonry, or cement fiberboard. Single-wide units (less than eighteen feet wide) shall be underpinned around the entire unit with brick, masonry, cement fiberboard, vinyl, or similar materials designed and manufactured for permanent outdoor installation. The curtain wall and/or underpinning shall be designed and constructed for permanent outdoor installation and constructed in accord with the manufacturer's installation instructions, regulations promulgated in accord with applicable building code, and the provisions of this section.
1. Proper installation of the curtain wall and/or underpinning must be insured and conform with the objectives and purposes of this Ordinance which are intended to promote stability, compensate for frost heave, and minimize vibrations and susceptibility to wind damage.
  2. Existing manufactured housing licensed and registered for residential purposes issued prior to September 27, 2005 (the initial effective date of these requirements) is exempt from the requirements of this section. A replacement of an exempt manufactured home destroyed or moved from a site with another unit is also exempt; provided that the replacement unit is installed within one year of the time of relocation, destruction, or discontinuance of use.
- B. Permanent landing steps shall be installed or constructed at each exterior doorway in accord with applicable building codes.
- C. All moving or towing apparatus shall be removed or concealed including hitch, wheels, and axles.
- D. The unit shall be provided with a sanitary sewer system approved by SCDHEC. A SCDHEC certificate of final approval must be submitted prior to issuance of the license.
- E. The unit shall be served by a separate electric meter. It shall be unlawful for any such home to receive electricity except by use of this separate meter. Any existing home not in compliance with this section upon the effective date of this Ordinance shall be served by a separate meter, or be declared by the Planning Official to be in violation of this Ordinance. It shall be unlawful for any public utility or electrical supplier to connect power to any manufactured housing in the absence of an approved permit issued by the Building Official to establish said home.

The Planning Official or Building Official may, at his discretion, issue a temporary permit to secure electrical service for an extraordinary reason such as severe medical conditions or severe acts of nature. A temporary permit shall be valid for fifteen (15) days unless otherwise specified on the permit. This provision shall not be construed to exempt the applicant from the requirement for a regular manufactured housing installation license and registration permit within the fifteen (15) day period. If a permit is not obtained as required, the Planning Official or Building Official may direct that the electricity be disconnected. Any additional fee to reconnect will be the responsibility of the owner or applicant.

#### **4:2.3-6 Appearance Standards for Manufactured Housing in the GD and MRD-1 Zoning Districts**

Manufactured housing on individual lots where permitted by this Ordinance in the GD and MRD-1 districts shall:

- A. Be underskirted with a curtain wall around the entire unit in accord with the requirements of this section.
- B. Be covered with an exterior material customarily used on conventional dwellings.
- C. Have a pitched roof with a minimum of three (3) inch vertical rise for each twelve (12) inches of horizontal run. Said roof shall consist of shingles or other material customarily used for conventional dwellings.
- D. Have a roof overhang not less than eight (8) inches measured from the vertical side of the structure. When carports, garages, porches, or similar structures are attached as an integral part of the unit, the Building Official may waive the eave requirement.
- E. Be not less than twenty (20) feet wide (multi-section), be not less than 900 square feet in floor area, and be placed on the lot in such a manner that is compatible with and reasonably similar in orientation to surrounding site-built housing.

#### **4:2.3-7 Habitability**

No manufactured housing shall be permitted, used, or occupied, nor shall public utilities be extended to or activated in any such home unless and until the home has been inspected and found to be habitable by the Building Official or his designee.

The word *habitable* as used herein means that there is no defect, damage, or deterioration to the home which creates a dangerous or unsafe situation or condition; that the plumbing, heating, and electrical systems are in safe working order; that the walls, floor, and roof are free from any holes, breaks, loose or rotting boards, and are structurally sound; and that all exterior doors and windows are in place. Further, the word *habitable* shall include the provisions of the SC Manufactured Housing Board regulations 79-43, Used Manufactured Housing Minimum Habitability Requirements, and shall include the provision of the following facilities:

- A. **Sanitary Facilities** - Every manufactured home shall contain not less than a kitchen sink, lavatory, tub or shower, and a water closet all in good working condition and properly connected to an approved water and sewer/septic system. Every plumbing fixture, water, and waste pipe shall be properly installed and free from defects, leaks, and obstructions.
- B. **Hot and Cold Water Supply** - Every manufactured home shall have connected to the kitchen sink, lavatory, and tub or shower cold and hot running water. All water shall be supplied through an approved distribution system connected to a potable water supply.
- C. **Heating Facilities** - Every manufactured home shall have heating facilities which are properly installed and maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms and bathrooms. Where a central heating system is not provided, each mobile or manufactured home shall be provided with an alternative system, approved by the Planning Official.
- D. **Cooking and Heating Equipment** - All cooking and heating equipment and facilities shall be installed in accordance with Federal manufactured home construction and safety standards.
- E. **Smoke Detector** - Every mobile and manufactured home shall be provided with an approved listed smoke detector, installed in accordance Federal manufactured home construction and safety standards. When activated, the detector shall provide an audible alarm.

#### **4:2.3-8 Compliance Required**

No manufactured housing shall be used or occupied unless and until the home has been installed in accord with these regulations and inspected for compliance by the Building Official or his designee.

Where, upon inspection by the Building Official or his designee, a manufactured home is found not to meet the minimum requirements of habitability described herein, said official shall take appropriate action to require the owner to make the necessary improvements to render the unit habitable; or block the use and placement of said unit by refusing to issue an installation permit, and denying electricity to the unit, and/or require the removal of said unit at the owners' expense.

Failure to secure final inspection and registration and license prior to occupying such unit shall be a violation of this Ordinance and processed accordingly.

The Planning Official may grant exceptions to this requirement in hardship cases, not to exceed 30 days.

#### **4:2.3-9 Registration and License**

Upon passing final inspection and documentation of meeting all applicable requirements of this Ordinance, the manufactured housing shall be registered with the County, and a State license (sticker) shall be issued to the owner. The license sticker shall be adhered to the inside of a window facing the road.